

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, March 27, 2019

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, March 27, 2019** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Eileen Baumstark-Pratt, Board Secretary called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, present
Tad Huskey, present
Lisa Kaigh, present

Chicago: Karla Schreiber, absent
Sam Dorger, present

Other staff: Rocco, LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Approval of minutes from the meeting held on February 27, 2019

Eileen Baumstark-Pratt, Board Secretary asked the Board to review and approve the **February 27, 2019** Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote, the minutes from the meeting held **February 27, 2019** were approved.

The motion carried on the following voice vote:

Yeas: Pam Blackorby, Tad Huskey, Lisa Kaigh and Sam Dorger

Old Business

Eileen Baumstark-Pratt, Board Secretary asked if there was any old business to report. No comments were received

New Business

National Crimes Against Children Conference Sleeping Rooms - ICAC

Rocco, LaSalvia, State Purchasing Officer, explained the ICAC Commander submitted a request to secure sleeping rooms for members of the Illinois – Internet Crimes Against Children Task Force for the 2019 National Law Enforcement Training on Child Exploitation that will be held from June 11 through June 13, 2019, in Atlanta Georgia. The ICAC Commander is requesting up to 54 sleeping rooms to accommodate staff and non-employees.

The training event will be held at the Hilton hotel in Atlanta, which has offered to provide the federal government room rate of \$152 per night. Our conference and training staff contact two other hotels in Atlanta, the Hyatt Place and the Marriott to secure cost information. Only the Hyatt Place was able to provide the same government rate of \$152 per room, the Marriott provided a cost of \$224 per room.

Rocco further explained, based on the cost information received, the office will reserve rooms at the Hilton Hotel. The Office will secure 18 sleeping rooms on the evening of Monday, June 10th; 18 sleeping rooms on the evening of Tuesday, June 11th; and 18 sleeping rooms on the evening of Wednesday, June 12th, at a total cost of \$10,249.20.

The Hilton Hotel does not offer direct billing, so all attendees will be required to provide payment for their rooms directly to the Hilton Hotel and they will be reimbursed by the Attorney General's Office for these travel expenses.

Rocco LaSalvia, asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Adobe Acrobat Pro DC Enterprise Subscription

Rocco, LaSalvia, State Purchasing Officer, explained the Chief Technology Officer submitted a request to purchase sixty (60) Adobe Pro DC Enterprise License Subscriptions. Adobe Acrobat Pro DC is a PDF tool that allows users to create, edit, sign, and track PDF documents. It also will allow OAG users to restrict access and apply security features that prevent copying, editing, or printing of sensitive case information further enhancing the ability to manage documents and case files.

This purchase will be made under the CMS Master Blanket Order #19-448-DOIT-Admin-P-7321 with EnPoint Technologies (PCMG Inc.) This master blanket order with CMS expires December 28, 2019.

Office Services will execute a purchase order with EnPoint Technologies (PCMG Inc.), for a nine (9) month subscription price of \$8,667.00

Rocco LaSalvia asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

HP LaserJet Enterprise Printer

Rocco, LaSalvia, State Purchasing Officer, explained the Chief Technology Officer submitted a request to purchase eight (8) HP LaserJet Enterprise 600 Series Printers to replace existing printers that are no longer functioning in the Springfield Office.

Office Services secured cost information from CDW-G, Connection Public Sector Solutions and Daly. Office Services will execute a purchase order with Connection Public Sector Solutions, the vendor that provided the lowest purchase price of \$9,490.64.

Rocco LaSalvia asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

FY20 Renewal Maintenance for SysAid

Rocco, LaSalvia, State Purchasing Officer, explained the Chief Technology Officer submitted a request to renew annual maintenance for SysAid, On Premise software that will accommodate up to twelve (12) administrators that will allow IT staff to monitor unlimited end users and up to 1000 devices. This software will be used to track helpdesk issues for our office email address: RMS@ATG.STATE.IL.US

This software provides is a single IT system / asset management helpdesk tool allows IT to further automate the helpdesk service to deal with the day-to-day challenges and tasks with a robust incident / service request and asset management module. The maintenance period is from May 19, 2019 through May 18, 2020.

Office Services will secure a purchase order to secure maintenance on the software through SysAid, for a cost of \$8,280.00.

Rocco LaSalvia asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

FY20 Renewal FileOnQ Maintenance & Support

Rocco, LaSalvia, State Purchasing Officer, explained the Chief Technology Officer submitted a request to renew the annual maintenance for FileOnQ Evidence Tracking/Asset Management Systems. The maintenance period is from May 1, 2019 through June 30, 2020.

File OnQ software provides a strong evidence tracking solution that allows customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ also provides the software necessary to track our equipment/property movement. The software that drives these systems is proprietary, only File OnQ can provide software maintenance and support.

Office Service will secure a contract with File OnQ in the amount of \$11,935.00 for software maintenance and support.

Rocco LaSalvia asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

FY20 Daily News Subscriptions

Rocco, LaSalvia, State Purchasing Officer, explained Office Services is seeking to secure various daily newspaper subscriptions that will be distributed to key staff members throughout the Chicago Office who monitor current events and news trends that impact the daily activities of our office. Rocco further explained, only one of the three newsstands located in the JRTC will accept a purchase order and direct bill the OAG for the cost of each subscription outlined on the attached purchase order throughout FY2020.

Office Services will secure a purchase order with the Lobby Newsstand in the amount of \$8,020.00.

Rocco LaSalvia asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Public Comment:

Eileen Baumstark-Pratt, Board Secretary asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Pam Blackorby, Tad Huskey, Lisa Kaigh and Sam Dorger

The meeting adjourned at 2:08 p.m.